



American Citizen Services
American Embassy, Manila

Checklist for a U.S. Passport

REPLACE A LOST, STOLEN, OR DAMAGED PASSPORT

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a passport without a scheduled appointment for each applicant. Please check the appropriate box in front of each document that you bring with you. The documents should be placed in the same order as the checklist with the original on top of the copy. If applicants appear more than 30 minutes late for their appointment, their appointment will be canceled and they will need to make a new appointment. In addition to this list, a personal appearance by the applicant is required.

- ☐ This signed checklist.
- ☐ DS-11 form (completed but not signed). Do not sign! *For children under the age of 16 both parents/legal guardians are required to come in person.* **NOTE: The form must be completed electronically and printed. A form completed by hand will not be accepted.**
- ☐ Police report (if passport was stolen). **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ Valid photo I.D. of the applicant (e.g. passport, *Senior Citizen's ID, Voter's ID, or digitized government-issued IDs like SSS, PRC, BIR, or Driver's License, etc.*). Note: Philippine postal ID is not acceptable. **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ Sequential or "growing up" photos for the applicant. *The photos should cover the time between the last passport and the present.*
- ☐ Photocopy of missing passport (if available).
- ☐ Photos of applicant. *You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.*
- ☐ Printout of appointment confirmation.
- ☐ Non-Refundable Application Fee. *The fee for a passport is **\$135** for 16 years old and older; **\$105** for 15 years old and below. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).*

In addition, applicants under the age of 16 must bring the following:

- ☐ Proof of Parentage listing the names of the child's parents (e.g. *Philippine Birth certificate from National Statistics Office, U.S. birth certificate or Consular Report of Birth Abroad*). **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ A signed original "Statement of Consent" (DS-3053) if one parent/guardian is absent. *This must be notarized by a U.S. commissioned notary and the document is valid only for 90 days after the date of signature. If you cannot submit the DS-3053, you will be required to present primary evidence of sole authority to apply for the child's passport (e.g. court order, death certificate, etc.).* **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ Original "Special Power of Attorney" if both parents are absent. *This must be notarized by a U.S. commissioned notary and the document is valid only for 90 days after the date of signature.*
- ☐ Valid photo I.D. of the child's parents/guardian (e.g. *passport, Senior Citizen's ID, Voter's ID, or digitized government-issued IDs like SSS, PRC, BIR, or Driver's License, etc.*). Note: Philippine postal ID is not acceptable. **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applicant or Applying Parent or Guardian

Date